



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

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GLORIA MOLINA  
First District

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Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

February 6, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**PUBLIC LIBRARY: APPROVE REFURBISHMENT PROJECTS  
AT COMPTON, GARDENA AND SAN GABRIEL LIBRARIES  
(SECOND AND FIFTH DISTRICTS)  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the projects are categorically exempt from the provisions of the California Environmental Quality Act.
2. Approve the Refurbishment Projects and the respective project budgets for the San Gabriel Library (C.P. 86887) at \$2,447,500, Compton Library (C.P. 86893) at \$2,497,500, and Gardena Mayme Dear Library (C.P. 86894) at \$1,605,000.
3. Approve the Appropriation Adjustments in the aggregate amount of \$2,781,000 to transfer funds to the Public Library's operating budget for the purchase of furniture, fixtures and equipment associated with these projects and to properly account for project expenditures within the appropriate Refurbishment budgets.
4. Authorize the Public Library and the Internal Services Department to proceed with the completion and delivery of the projects.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow the Public Library to complete three library refurbishment projects currently funded in the 2007-08 Capital Projects/Refurbishments Budget (Compton Library, Gardena Mayme Dear Library, and

San Gabriel Library). These projects were identified for refurbishment by the Second District and Fifth District, respectively. The projects were originally initiated as maintenance projects, however, their scope has evolved to a point that requires their reclassification as Refurbishment projects pursuant to Board policy. Project construction work was initiated through Internal Service Department (ISD)-managed Job Order Contracts on the San Gabriel and Compton Library Refurbishments. Due to the projects' reclassification as Refurbishments, we are requesting your Board approve the projects.

### **Project Scope**

#### **San Gabriel Library Refurbishment (C.P. 86887)**

General refurbishment scope includes: cleaning and painting interior and exterior of the building; replacement of floor covering and ceiling tiles; replacement of lighting in lower reading area; modifying electrical and data outlets as required for reconfigured floor plan in public area; upgrade of electrical service panel for additional computer electrical requirements; modifying interior storage spaces, cabinets, counters and work areas; replacement of window blinds; replacement of existing service desks, installation of self-check machines, and replacement of book detection system and some interior furnishings; and repair and resurfacing parking lot.

Accessibility upgrade scope includes: installation of elevator, hoist way, mechanical room and controls; replacement of the existing store front entry doors (two sets of double doors) with automatic sliding doors; move and reconfiguration of accessible parking stalls; upgrade of existing non-compliant interior ramp and exterior ramp at entrance; upgrade of public rest rooms; addition of unisex accessible rest room on second floor for meeting room; and general path-of-travel upgrades at exterior.

#### **Compton Library Refurbishment (C.P. 86893)**

General refurbishment scope includes: replacement of floor covering and ceiling tiles; repainting the interior and exterior of the building; upgrade of interior lighting; replacement of etched windows and application of anti-graffiti film; replacement of service desks and installation of self-check machines; modification of electrical and data outlets as required for reconfigured floor plan in public area; replacement of interior and exterior signage; modification of interior storage spaces, cabinets, counters and work areas; replacement of window blinds; installation of two new book returns; replacement of some interior seating and furniture in public areas; installation of modular office furniture in staff work room; improvement of lighting in underground parking area; repair of elevator piston and update controls; and replacement of roof.

Accessibility upgrade scope includes: replacement of entry doors at main entrance and installation of new automatic ADA compliant doors; upgrade of public rest rooms; replacement of major sections of existing exterior access ramps and path of travel to comply with ADA requirements; and upgrade of elevator cab interior and operating controls.

Funding in the Compton Library Refurbishment budget (\$463,000) was also set aside for the purchase of furniture, fixtures and equipment for the refurbished library and is being transferred to the Public Library's operating budget as part of this action.

### **Gardena Library Refurbishment (C.P. 86894)**

General refurbishment scope includes: replacement of floor covering and ceiling tiles; repainting the interior and clean exterior of the building; replacement of three service desks and installation of self-check machines; modification of electrical and data outlets as required for reconfigured floor plan in public area; replacement of interior and exterior signage; modification of interior storage spaces, cabinets, counters and work areas; replacement of window blinds; installation of two new book returns; replacement of book shelves in public areas; replacement of some interior display furniture in public areas; and replacement of front entry landing.

Accessibility upgrade scope includes: replacement of entry doors at main entrance and installation of new automatic ADA compliant doors; upgrade of public rest rooms; and replacement of front entry ramp and modification of exterior path of travel to comply with ADA requirements.

Funding in the Gardena Library Refurbishment budget (\$505,000) was also set aside for the purchase of furniture, fixtures and equipment for the refurbished library and is being transferred to the Public Library's operating budget as part of this action.

The accessibility upgrade scope included in each refurbishment will bring the facilities in compliance with the Americans with Disabilities Act (ADA).

The projects at all three libraries will be completed by the ISD-managed Job Order Contracts.

### **Implementation of Strategic Plan Goals**

Approval of these projects is consistent with the County Strategic Plan goals of Service Excellence, Workforce Excellence, and Fiscal Responsibility. Service Excellence is enhanced by improving the quality, availability and accessibility of library services to the public. Workforce Excellence is enhanced by creating a safe, secure and positive work environment. Fiscal Responsibility is enhanced by investing in public infrastructure.

### **FISCAL IMPACT/FINANCING**

The \$2,447,500 total project budget for the San Gabriel Library funds construction costs and ISD project management costs. Funding consists of \$1,250,000 Extraordinary Maintenance funding, \$400,000 Fifth District capital project net County cost, and \$797,500 from the Public Library's operating budget including a \$600,000 prior year commitment. A portion of the Extraordinary Maintenance funding (\$564,000) is being transferred to the Refurbishment budget as part of this action.

The \$2,497,500 total project budget for Compton Library will cover construction expenses and ISD project management costs and includes \$463,000 funding transferred as part of this action to the Public Library's operating budget for the replacement of service desks and signage, and the purchase of book drops, self-check equipment, some interior furnishings, and other items for the library. Funding consists of \$2,100,000 Second District capital project net County cost and \$397,500 from the Public Library's current year operating budget.

The \$1,605,000 total project budget for the Gardena Library will cover construction expenses and ISD project management costs and includes \$505,000 of funding transferred as part of this action to the Public Library's operating budget for the replacement of service desks and signage, and the purchase of book drops, self-check equipment, some interior furnishings, and other items for the library. Project funding consists of \$1,355,000 Second District capital project net County cost and \$250,000 one-time Extraordinary Maintenance funding for accessibility improvements which will be transferred to the Refurbishment budget as part of this action.

The appropriation adjustment also reflects a transaction to correct for \$31,000 in Compton Library refurbishment project costs which were incorrectly applied against the Gardena Library refurbishment project in 2006-07.

These three Refurbishment projects are subject to the Civic Art fee per your Board's Civic Art Policy adopted on December 7, 2004. The fee for the projects has been calculated at \$4,000 for San Gabriel Library, \$16,000 for Compton Library, and \$9,000 for Gardena Library. The fees to the Civic Art Special Fund will be funded from the Public Library operating budget and the appropriation transfers will be included as part of the forthcoming Chief Executive Office mid-year appropriation adjustment Board letter later this month.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Not applicable.

### **ENVIRONMENTAL DOCUMENTATION**

This project is categorically exempt from the California Environmental Quality Act pursuant to State Guidelines Section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving such things as interior partitions, installation of ceilings, plumbing and electrical conveyances are exempt.

### **CONTRACTING PROCESS**

Not applicable.

### **IMPACT ON CURRENT SERVICES**

All three libraries are closed for renovation. During the closures, library customers are referred to neighboring libraries. In addition, a variety of services such as story time and homework assistance is provided at nearby parks. It is anticipated that the San Gabriel and Compton Libraries will reopen for service in Spring 2008. The Gardena Library is scheduled to reopen in August 2008.

### **CONCLUSION**

Upon approval of the recommendations, please return one adopted copy of this letter to my office and one to the Public Library.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:LS:DL  
JSE:DJT:PB:z

Attachment

c: County Counsel  
Internal Services Department  
Public Library

PINK

76R 352M 11/83

BOARD OF  
SUPERVISORS  
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S  
No. 060  
JANUARY 25, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08

3 - VOTES

SOURCES

SEE ATTACHMENT

Total: \$2,781,000

USES

SEE ATTACHMENT

Total: \$2,781,000

JUSTIFICATION

Reflects transactions related to Compton Library, Gardena Library, and San Gabriel Library refurbishment projects. (See attachment for further detail)

  
Jan Takata, Senior Manager, CEO

CHIEF EXECUTIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR —

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER BY

NO.

APPROVED AS REQUESTED

AS REVISED

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

## CHIEF EXECUTIVE OFFICE

FISCAL YEAR 2007-2008

3 - Votes

Financing Sources

## CAPITAL PROJECTS - PUBLIC LIBRARY

Compton Library General Improvements

A01-CP-6014-65044-86893

Buildings &amp; Improvements

DECREASE APPROPRIATION \$ 31,000

*To adjust Compton and Gardena appropriations to reflect correct budget amount.*

Financing Uses

## CAPITAL PROJECTS - PUBLIC LIBRARY

Gardena Library General Improvements

A01-CP-6014-65044-86894

Buildings &amp; Improvements

INCREASE APPROPRIATION \$ 31,000

## CAPITAL PROJECTS - PUBLIC LIBRARY

Compton Library General Improvements

A01-CP-6014-65044-86893

Buildings &amp; Improvements

DECREASE APPROPRIATION \$ 463,000

## PROJECT AND FACILITY DEVELOPMENT

*PF*  
A01-6100-10190

Other Financing Uses

INCREASE APPROPRIATION \$ 463,000

## PUBLIC LIBRARY

B06-PL-41200-9911

Operating Transfer In

INCREASE REVENUE \$ 463,000

## PUBLIC LIBRARY

B06-PL-2000-41200

Services &amp; Supplies

INCREASE APPROPRIATION \$ 359,000

## PUBLIC LIBRARY

B06-PL-6030-41200

Fixed Assets - *Equipment*

INCREASE APPROPRIATION \$ 104,000

*To transfer funds from CP to Operating Budget to fund various non-construction related expenditures for S&S and Fixed Assets for the Compton Library.*

## CAPITAL PROJECTS - PUBLIC LIBRARY

Gardena Library General Improvements

A01-CP-6014-65044-86894

Buildings &amp; Improvements

DECREASE APPROPRIATION \$ 505,000

## PROJECT AND FACILITY DEVELOPMENT

*PF*  
A01-6100-10190

Other Financing Uses

INCREASE APPROPRIATION \$ 505,000

## PUBLIC LIBRARY

B06-PL-41200-9911

Operating Transfer In

INCREASE REVENUE \$ 505,000

## PUBLIC LIBRARY

B06-PL-2000-41200

Services &amp; Supplies

INCREASE APPROPRIATION \$ 447,000

## PUBLIC LIBRARY

B06-PL-6030-41200

Fixed Assets - *Equipment*

INCREASE APPROPRIATION \$ 58,000

BA#98 *File July Jan 25, 2008*

To transfer funds from CP to Operating Budget to fund various non-construction related expenditures for S&S and Fixed Assets for the Gardena Library.

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EXTRAORDINARY MAINTENANCE

~~Gardena Library~~

A01-BS-2000-12810

Services and Supplies

DECREASE APPROPRIATION \$ 250,000

To reflect transfer of appropriation from Extraordinary Maintenance for accessibility improvements scope on project.

PUBLIC LIBRARY

Gardena Library *General Improvements*

A01-CP-6014-65044-86894

Buildings & Improvements

INCREASE APPROPRIATION \$ 250,000

EXTRAORDINARY MAINTENANCE

~~San Gabriel Library~~

A01-BS-2000-12810

Services and Supplies

DECREASE APPROPRIATION \$ 564,000

To reflect transfer of appropriation from Extraordinary Maintenance for accessibility improvements scope on project.

PUBLIC LIBRARY

San Gabriel Library *Refurbishment*

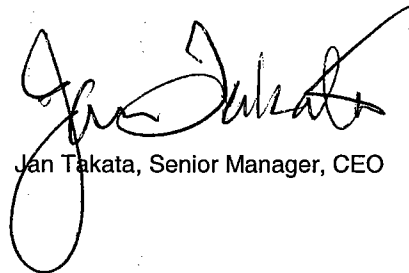
A01-CP-6014-65044-86887

Buildings & Improvements

INCREASE APPROPRIATION \$ 564,000

Total \$ 2,781,000

\$ 2,781,000



Jan Takata, Senior Manager, CEO